

Copy Editing and Proofreading Symbols

Symbol	Meaning	Example
	Delete	Remove the end fitting.
	Close up	The tolerances are with <u>in</u> the range.
	Delete and Close up	Delete and close up the gap.
	Insert	The box ^{not} inserted correctly.
	Space	The procedure is incorrect. alot
	Transpose	Remove the <u>fitting</u> end.
	Lower case	The <u>E</u> ngineer and manager agreed.
	Capitalize	A representative of <u>nasa</u> was present.
	Capitalize first letter and lower case remainder	<u>G</u> ARRETT <u>P</u> RODUCTS are great.
	Let stand	Remove the battery ^{stet} cables.
	New paragraph	The box is full. The meeting will be on Thursday.
	Remove paragraph break	The meeting will be on Thursday. ¶ no All members must attend.
	Move to a new position	All members <u>attended</u> who were new.
	Move left	<u>Remove the faulty part.</u>
	Flush left	<u>Move left.</u>
	Flush right	<u>Move right.</u>
	Move right	<u>Remove the faulty part.</u>
	Center	<u>Table 4-1</u>
	Raise	16 ₂
	Lower	16 ²
	Superscript	16 ²
	Subscript	16 ₂
	Period	Rewrite the procedure. Then complete the tasks.
	Apostrophe or single quote	The company's policies were rewritten.
	Semicolon	He left; however, he returned later.

Symbol	Meaning	Example
⋮	Colon	There were three items: nuts, bolts, and screws.
,	Comma	Apply pressure to the first, second, and third bolts.
-	Hyphen	A valuable byproduct was created.
○ sp	Spell out or misspelled	The info was incorrect. sp
○	Abbreviate	The part was twelve feet long.
or =	Align	Personnel Facilities Equipment
_____	Underscore /underline	The part was listed under Electrical.
~~~~~	Run in with previous line	He rewrote the pages) and went home.
— M	Em dash	It was the beginning so I thought.
— N	En dash	The value is 120 408.
(ital)	Set in italics	The book was titled Technical Writing Styles. (ital)
(bf)	Set in bold	This is the only time we can offer this price. (bf)
(wf)	Wrong font	This is the first step in the procedure. (wf)
(sm cap) =	Set in small caps	Set the MFG REGISTER to zero. (sm cap)

Abbreviate	○	The part was twelve feet long.
Align	or =	Personnel Facilities    Equipment